Warning: CSAP DATA ARE EMBARGOED UNTIL Noon on July 30

# How to Download your 2003 CSAP data from CTB McGraw-Hill's Website

For the first time on July 23, you can download your data directly from CTB McGraw-Hill. CDs will also be available and a backup CD containing the data for your district will be delivered by UPS on July 23.

As a **DAC**, CTB has set up an account for you on their website. You will be given a password for use the first time you log on to their website. You **MUST** change your password as soon as you log on. The change to your password should be done by July 21 so the process will not be slowed down on July 23.

➢ The following steps will demonstrate how to login on the CTB website, change your password and download your data. This is an internet-based document, so you will have to scroll down the page to find all the information you need. As you scroll down the page, it may take a minute or two for pictures to load. Please be patient. Also, there are a series of pink arrows that indicate the location of important points that you will need to access on the CTB website.

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1. Connect to the internet and access the following URL: http://www.ctb.com/

2. In the upper right area of the CTB homepage is the 'Login' link.
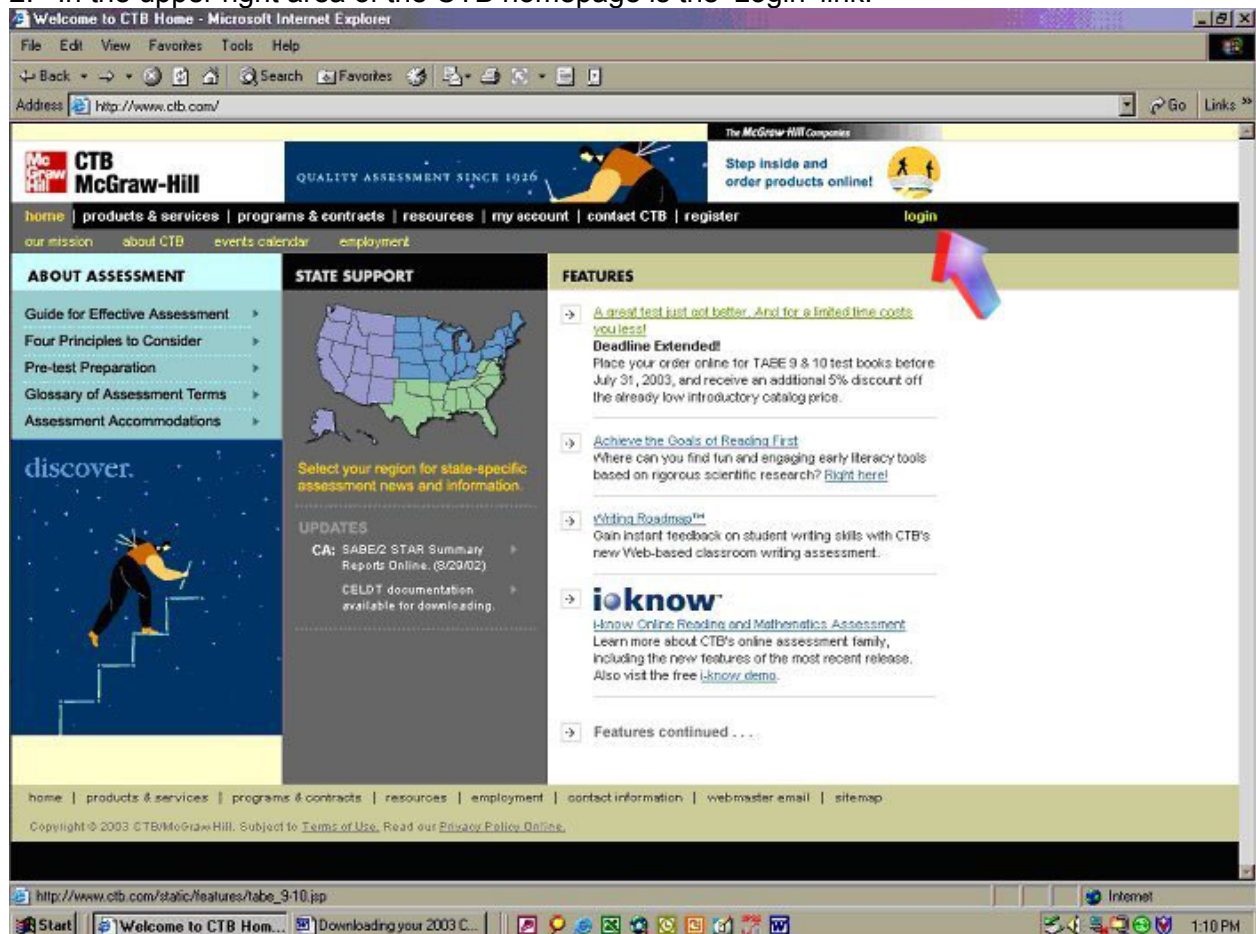
3. Click on the word <u>login</u> in the upper right part of the page. You will see a second screen like the one below.

4. Enter your name in the following form: firstname_lastname

5. Enter the generic password you were given in the appropriate place on the screen, and click the 'Log In' button.

6. You will be warned that you are being redirected to another site. You will be asked if you want to continue. Click 'Yes' to continue. (Note: As you move through the CTB website, you may encounter messages warning you that you are leaving a secure area. These messages are expected, so do not be alarmed.)
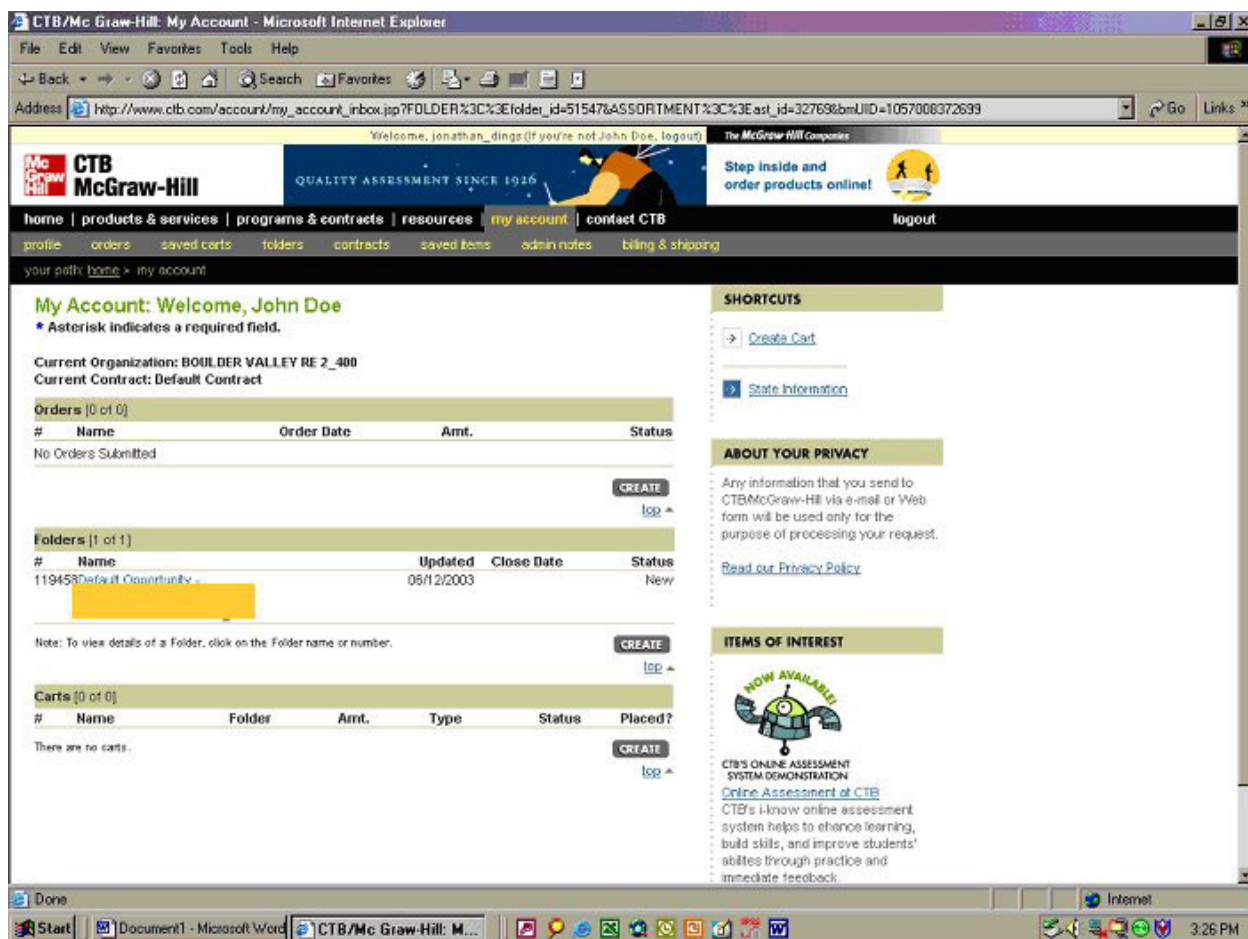
7. You will be welcomed to your district's page.

   In the gray bar just above your name are links to various parts of your home page that you can visit. **You must access your district's 'profile' page from this page to change your password!**

8. To do this, click on **'Profile'** at the top left on your district's page. This will reveal a page on which you **change** your password.

   > ***You MUST CHANGE your password from the password given to you by CTB to a password of your choice by following the prompts on your district's profile page.***

9. Once you have entered your new password and confirmed your new password, please enter your email address. This email address will be used for any messages from CTB.

10. At the bottom of the page, click on the 'save' button to save your changes.

11. After entering and saving your new password and your email address, return to the 'Gray Bar' at the top of the page and click on 'Contracts'.
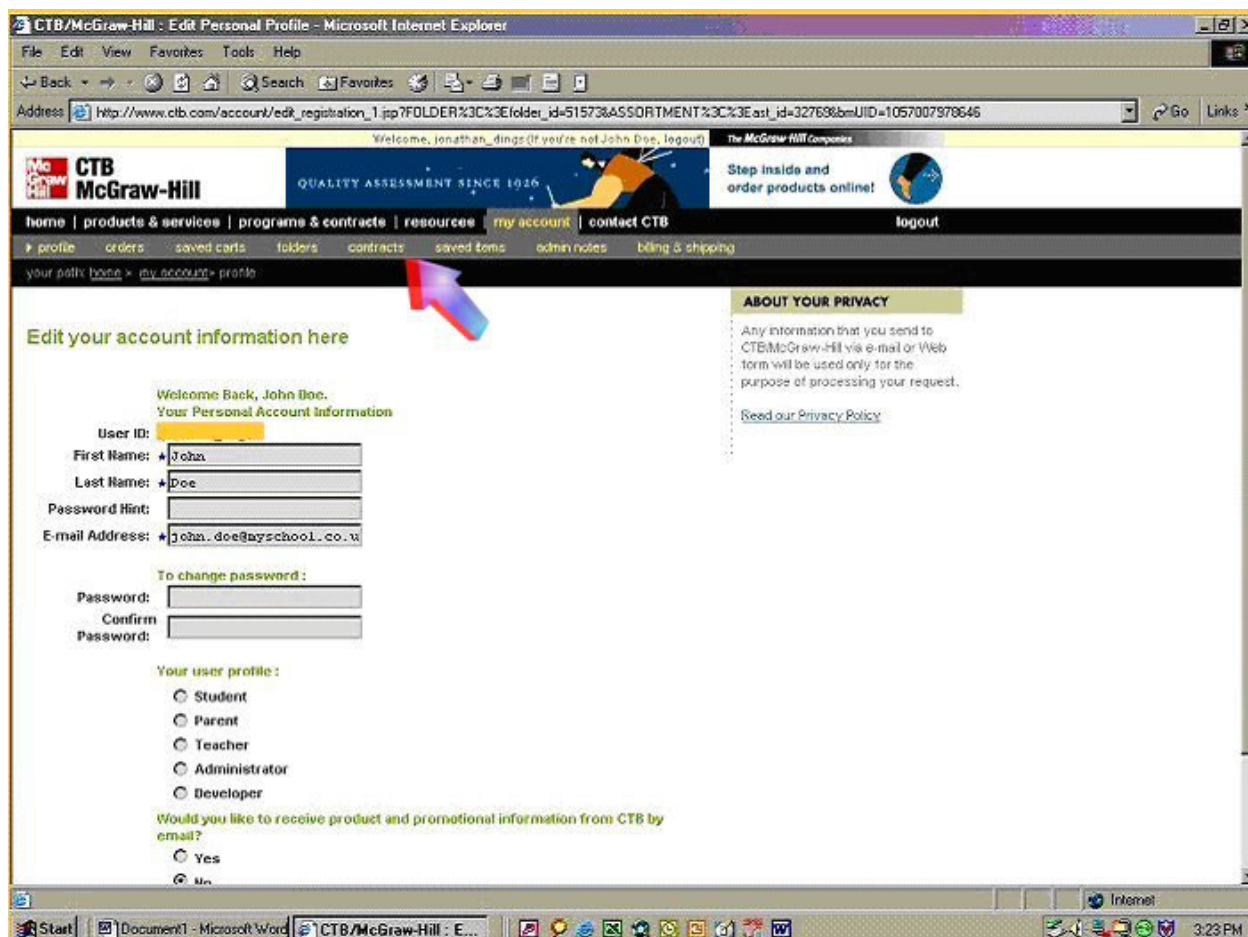
12. You will be moved to the 'Contracts' page. It will look like the one on the next page.
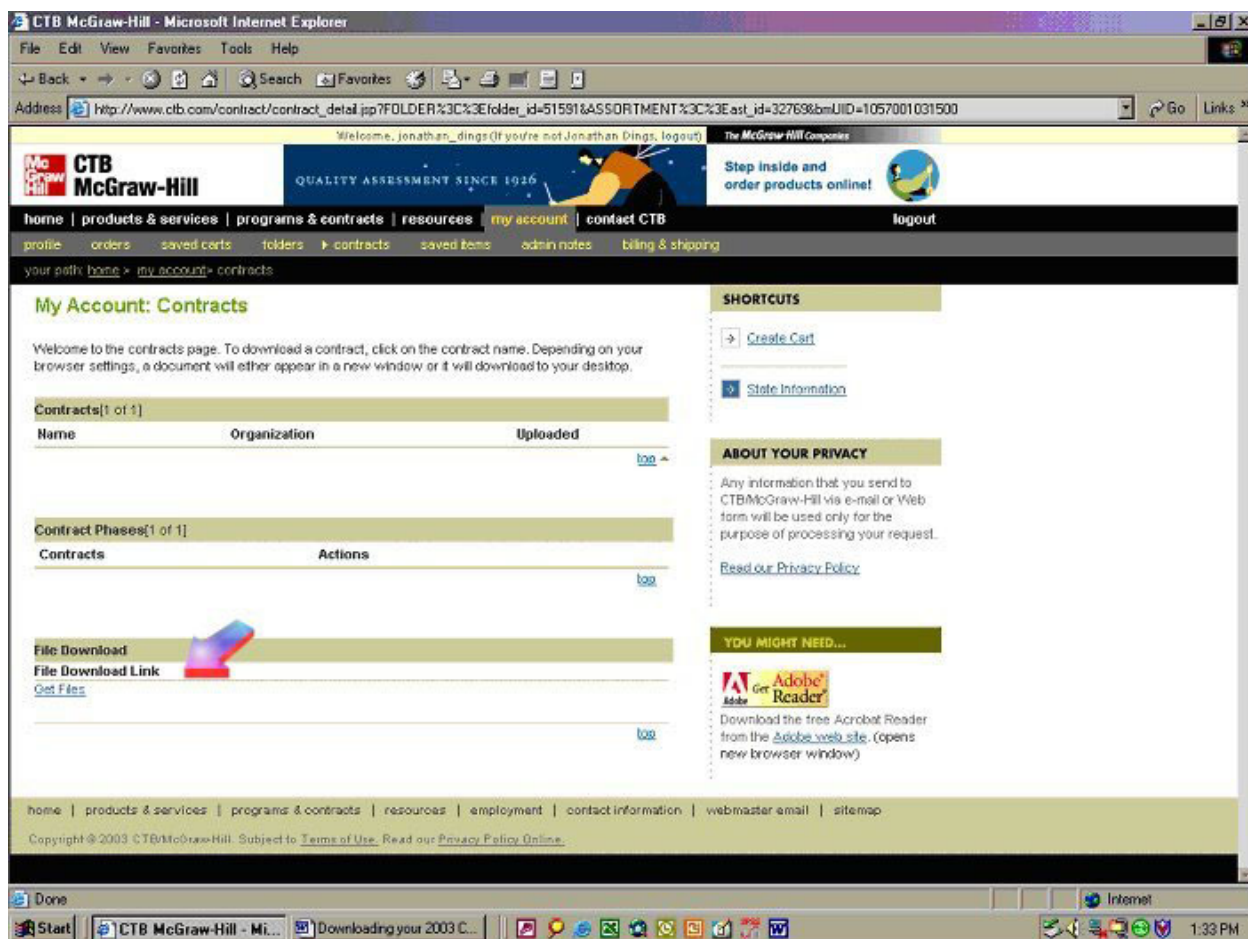
13. At the lower left portion is the 'File Download' area of the page. It provides a 'File Download Link' to 'Get Files'. Click on 'Get Files'. You will be directed to another page on which links to all the files available for download are displayed. Files are available in both text (*.txt) and Excel (*.csv) formats.
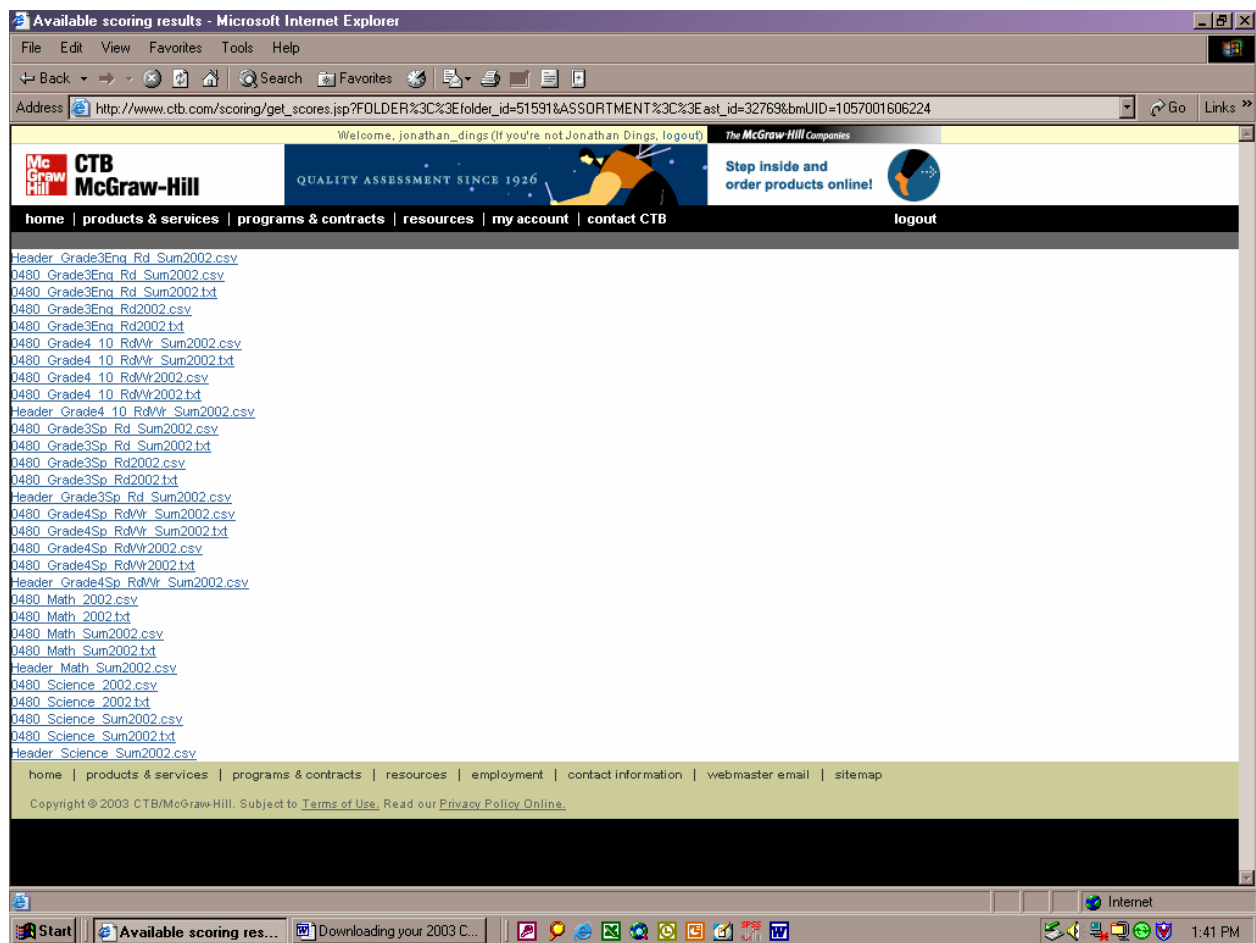
14. Right click on a link and choose the option to 'save target as' to download the data to your computer.

   ➢ Be sure to remember where you save this file.

15. Once you have saved the file on your computer you can use Excel or other data management tools

   like Access, SPSS or SAS to read your data.

16. If you downloaded a *.csv file, you can directly import the file into Excel.

➢ **If you have unexpected problems accessing or using the <u>CTB WEBSITE</u>, contact CTB's customer service department at 1-800-994-8557 (option #1).**

   ↓ **When you are offered the options available by the automated system, choose <u>OPTION #1</u>.**

➢ **If there are errors or other problems with <u>your data</u>, please contact Dianne Lefly at CDE (303) 866-6997 or by email at lefly_d@cde.state.co.us.**